

Langley Community Services - Job Posting ICMT 21-03

- ❖ **Job Title:** Program Manager
- ❖ **Department:** ICMT
- ❖ **Start Date:** ASAP
- ❖ **Salary:** Hourly rate \$39-42.14 depending on qualifications and experience
- ❖ **Hours:** 35 hours per week

Job Summary: Reporting to Agency Executive Director and Senior Program Manager, the Program Manager is responsible for assessing eligibility through the intake process; reviewing individual clients deemed appropriate for discharge; signing off on all assessments, care plans and discharge plans; provision of clinical supervision and de-briefing. The Program Manager is often the face of the ICMT in communities and may therefore be the primary negotiator of partnership arrangements/memorandums of understandings with other community providers.

Key Duties and Responsibilities:

- ❖ Responsible for assessing client eligibility for inclusion on the ICMT
- ❖ Responsible for signing off on all assessments, care plans and discharge plans
- ❖ Responsible for co-ordinating staffing rotations and facilitating staff meetings
- ❖ Responsible for representing the ICMT on various community task forces and committees
- ❖ Provide leadership and direction to the rest of the ICMT, including provision of clinical supervision and de-briefing
- ❖ Responsible for quarterly/ongoing statistical reporting to FHA

Required education, experience, training

- ❖ Masters degree in an Allied Health profession (eg. Social Work, Clinical Counseling) or significant years of experience with a related bachelors degree.
- ❖ Experience and training in Clinical Supervision.
- ❖ Two years recent experience/training working with addictions and/or concurrent disorders.

- ❖ Experience dealing with vulnerable groups.
- ❖ Valid Class V BC Drivers License.
- ❖ Current First Aid and CPR.
- ❖ Proof of COVID-19 double vaccination
- ❖ Take home Naloxone training would be an asset
- ❖ Demonstrated knowledge and up-to-date expertise in the field of substance use and mental health, including knowledge of Core Addictions Practice
- ❖ Motivational Interviewing and counselling skills, including crisis counseling to adults
- ❖ Knowledge of Trauma Informed Practice and Harm Reduction
- ❖ Ability to communicate effectively with individuals, groups and other professionals, and an ability to be the primary negotiator of partnership arrangements/memorandums of understandings with other community providers
- ❖ Strong interpersonal and cross-cultural communication skills

Additional Information:

This position is open to all qualified applicants

This position may require working outside office hours and office environment

Use of personal vehicle with appropriate business class insurance may be required

Mileage is paid where driving for work performed is required. Mileage is not paid to and from work

Criminal Record Check is required

TO APPLY:

Please reply with Cover Letter and Resume, quoting Posting Number ICMT 21-03 to:

Langley Community Services Society

Attention: Laura Kendel - Senior Program Manager Email: lkendel@lcss.ca

Fax: 604-534-1832

No phone calls please. Only those candidates selected for an interview will be contacted.